

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena, MT 59604

VACANCY ANNOUNCEMENT

October 25, 2007

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TITLE:	Operations Research Analyst
POSITION NO:	04800
LOCATION:	Director's Office, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY GRADE:	Pay Plan 20, Pay Band 7
STARTING SALARY:	\$47,782 - \$59,728 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	No

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. **This position will be open until filled. To be considered for the first review, applications must be received or postmarked if mailed no later than 5:00 p.m., Thursday, November 8, 2007.** For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Optional application materials will be accepted and applicants are encouraged to include writing or work product samples.

TRAINING ASSIGNMENT: If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but two years of the required education/experience. Salary depends upon education and experience.

TYPICAL DUTIES: This position performs high level statistical analysis and completes major departmental reports. Assignments are very broad in nature and require ingenuity and originality in establishing the methodology or protocol used in fulfilling the requirements of each one.

This position is responsible for advanced professional research, analysis, and interpretation of health care (e.g. Medicaid) data that serves as a basis for major policy decisions; identifying, developing, and analyzing key data sources for the major programs; determining the effects of current policies or

proposed policies or program changes and making recommendations to best utilize department funds; developing and validating methodologies and models to measure specific policy impacts to the department; providing technical assistance on diverse problems; formulating and establishing models and procedures using strategic logic, and knowing how/when when to apply them; providing responses to requests for information from legislators, recipients, general public, business organizations, other state agencies, and other governmental organizations; and planning and executing a variety of cyclical and specialized research and analysis projects and reports.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Knowledge of professional research, analysis, reporting methods and standards; data management; mathematics and computation; economic principles and how they relate to human services; and sound understanding of the theories and principles related to quality assurance; resource allocation; legislative process; program development and management; business and management principles involved in strategic planning, production methods, and coordination of resources; and federal and state programs within the department, specifically in the fields of Medicaid, mental health, child welfare, disability services and public assistance.

Skills: Skill in analyzing and interpreting complex and interrelated data and statistics from widely dispersed sources; operating and applying advanced research tools and techniques, including automated systems, software, and peripherals; translating technical information to varied audiences; negotiating consensus among differing points of view; determining and fulfilling uncertain technical assistance needs; and managing multiple projects and priorities.

Abilities: Ability to develop and implement complex analytical procedures, advanced research projects, and statistical models; exercise diplomacy and sensitivity on confidential, controversial, or otherwise sensitive issues; discern, meet, and/or exceed customer needs; and assist the department's divisions and leadership in policy decisions by providing analysis and recommendations.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in economics, mathematics, business/public administration, finance or accounting **AND** five years of strong analytical work experience **OR** Master's degree in economics, mathematics, business/public administration, finance or accounting **AND** three years of strong analytical work experience. Equivalent combinations of education and experience will be considered on an individual basis.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (**Only coursework/degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena MT 59604 OR if unforeseen circumstances arise, transcripts may be brought to the interview; and
4. Optional application materials will be accepted and applicants are encouraged to include writing or work product samples.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this

document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.